

Order Name: **Beginning Teacher Conference**

INVOICE #24583

Saturday, 9/30/2017

Ordered On: 8/3/2017



Confirmation Pending

**Aramark/ECU CATERING**PO Box 3295, Greenville, NC 27836  
252.328.4756**Customer Information**

<b>First Name:</b>	Catrina
<b>Last Name:</b>	Davis
<b>Billing Address:</b>	1000 E. 5th Street
<b>Dept Room #:</b>	138 Rivers
<b>Email:</b>	davisca@ecu.edu
<b>Phone:</b>	328-5985
<b>Mobile Phone:</b>	252-347-3717
<b>Department:</b>	College of Education-- Office of Professional Development & Student Outreach

**Payment Information**

<b>Payment Type :</b>	Cash
<b>Bill to Telephone#:</b>	252-578-5003
<b>Policy Acceptance:</b>	I Accept   RE
<b>Event Authorized By:</b>	Event Not Yet Authorized

**Delivery / Pickup Information**

<b>Method:</b>	On Campus Delivery
<b>Delivery Contact:</b>	Catrina Davis
<b>Address:</b>	1000 E. 5th Street
<b>Person Responsible for Billing:</b>	The Collaborative - Ralph Evans
<b>Email:</b>	ralph@necollaborative.org
<b>Phone:</b>	252-578-5003
<b>Delivery Phone:</b>	252.347.3717
<b>Building:</b>	Mendenhall Student Center (MSC)
<b>Room #:</b>	Cynthia Lounge
<b>Have tables been ordered?:</b>	Yes
<b>Tell us what size &amp; quantity of tables have been ordered:</b>	3 six-foot Tables

**Event Information**

<b>Guest Count:</b>	80
<b>Pick-up/Delivery Date:</b>	Saturday, 9/30/2017
<b>Event Start Time:</b>	8:15 AM
<b>Cleanup Time:</b>	10:15 AM
<b>Time we can access room:</b>	7:30 AM

**FOOD****Basic Beginnings (Breakfast Menu, Breakfast Collections)**

Assorted Danish, ecoGrounds Coffee / Decaf Coffee / Hot Tea, Appropriate Condiments

Qty.	Price	Ext.
80	\$6.99	\$559.20

**Order Summary****Food**

\$559.20

\* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.

New Procedures approved by ECU means that NO additional invoice will be sent via mail. This document will serve as an authorized form for payment following each departments policies. Please forward this document to your appropriate approver to ensure payment is recieved within 30 days.

**Order Totals**

<b>Sub Total</b>	\$559.20
<b>Tax (7%)</b>	\$39.14
<b>Order Total</b>	\$598.34
<b>Balance Due</b>	<b>\$598.34</b>

**Special Instructions**

Please have breakfast set up and ready for service by 8:15am sharp. Please keep coffee HOT.

Can the staff please move any leftover breakfast items to the lunch area (2nd floor Gallery of MSC) at 11:30am/just prior to lunch? Thanks, cd

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